

# File a Reinstatement in the Clerk's Information System

If a business entity's existence or registration to transact business in Virginia has lapsed, you can file a reinstatement online using the Business Entity PIN. The reinstatement must be filed **within 5 years** after the date on which the existence was terminated, canceled, revoked, or withdrawn. This how-to guide will walk you through reinstating a business entity online in the new Clerk's Information System (CIS)  
<https://cis.scc.virginia.gov/>.

**NOTE:** Past SCC eFile account credentials **will not** work in CIS. If you do not already have an SCC CIS account, you will need to create one before you get started by clicking the green **Register** button on the CIS homepage.

1 Log on to CIS at <https://cis.scc.virginia.gov/>.

*Note: Google Chrome, Internet Explorer or Microsoft Edge are recommended.*

2 Click **Online Services** on the top left.

3 Under Business Entities, click **Existing Businesses**.

4 Select the appropriate Entity button. Then, select the appropriate **Business Entity Type** from the drop-down and click **Continue**.

5 Select **Reinstatement** from the drop-down and click **Continue**.

6 Locate your business in the system by either:  
A. Searching for it using the **Entity Name** field, OR  
B. Entering your **Entity ID**.

7 Click **Search**.

8 Click the **Select** button next to your business' name. DO NOT click the green entity name.

9 Click **Continue**.

The screenshot shows the CIS Dashboard with 'Online Services' highlighted in the top navigation bar. On the left sidebar, 'Business Entities' is selected, and 'Existing Businesses' is highlighted in the sub-menu. A red arrow points from the 'Existing Businesses' link to the next step.

The screenshot shows the 'EXISTING BUSINESSES' page. The 'I am filing for a' section has 'Virginia Entity' selected. The 'Business Entity Type' dropdown menu is open, showing options like Stock Corporation, Nonstock Corporation, General Partnership, etc. 'Reinstatement' is highlighted in the dropdown. A red arrow points from the 'Continue' button to the next step.

The screenshot shows the 'EXISTING BUSINESSES' page. The 'Select a filing type' dropdown menu is open, showing options like Articles of Amendment, Articles of Conversion, etc. 'Reinstatement' is highlighted in the dropdown. A red arrow points from the 'Continue' button to the next step.

The screenshot shows the 'EXISTING BUSINESSES' page. The 'ENTITY SEARCH' section has 'Entity Name' and 'Entity ID' input fields. A red box highlights the 'Entity Name' field, and another red box highlights the 'Entity ID' field. A red arrow points from the 'Search' button to the next step.

The screenshot shows the search results page. A table lists business entities with columns: Select, ID, Entity Name, Name Type, Entity Type, Address, Formation Date, Status, and Status Date. The first row is highlighted, and the 'Select' button next to it is highlighted. A red arrow points from the 'Continue' button to the next step.

Select	ID	Entity Name	Name Type	Entity Type	Address	Formation Date	Status	Status Date
<input checked="" type="checkbox"/>	06963964	DIANACORP INC.	Legal Name	Stock Corporation	11700 CARIS GLENNE DRIVE, HERNDON, VA, 20170 - 0000, USA	11/19/2007	Inactive	03/10/2016



# File a Reinstatement

- 10 Enter the **Business Entity PIN** using capital letters and click **Done**.
- 11 Once the Entity Information appears, click **Next**.
- 12 **OPTIONAL:** Upload reinstatement documents. Check the **The uploaded document will act as the filing image** radio button.

Click **Attach**, select the file you want to upload, and click **Open**.

*Note: If you upload a document, your submission will not be approved in real-time, but instead will be reviewed by the Clerk's Office.*

- 13 Click **Next**.
- 14 Indicate if you are signing as an **Individual** or **On Behalf of Business Entity** by checking the appropriate radio button.

Complete all fields with an asterisk (\*) in the **Signature Information** section.

Click **Add**.

- 15 Click **OK** in the pop-up box.
- 16 The signature information will populate. Click **Next**.
- 17 Click **Start Filing** under Additional Filings Required and complete each step for the required filing.

Additional Filings Required				
Date Time	Entity Type	Filing Type	Status	Action
03/13/2020 04:12 PM	Stock Corporation	Annual Report	Pending	Start Filing
03/13/2020 04:12 PM	Stock Corporation	Registration Fee	Pending	Start Filing



# File a Reinstatement

18 If additional filings are required, click **Start Filing** and complete all of the required steps.

19 Review the Registration Fee List and click **Next**.

20 Review the Registration Fee List and click **Continue**.

21 Click **Next**.

22 Review each section of the **Reinstatement**, and make any edits, as necessary.

23 Click **Add To Shopping Cart** on the bottom right.

24 Click **Checkout**.

25 Click **Go To Payment**.

26 In the Confirmation pop-up window, click **I Agree**.

*Note: You will be taken to a site administered by LexisNexis to complete your payment.*

Registration Fee List

REINSTATEMENT

Date Time	Entity Type	Filing Type	Status	Action
03/13/2020 04:14 PM	Stock Corporation	Annual Report	Pending	
03/13/2020 04:19 PM	Stock Corporation	Registration Fee	Pending	

03/31/2019 Registration Penalty Fee 03/13/2020 \$0.00 \$100.00

11/30/2019 Registration Fee 03/13/2020 \$0.00 \$100.00

03/31/2020 Registration Penalty Fee 03/13/2020 \$0.00 \$100.00

Fee Due: \$430.00

Next

Date Time	Entity Type	Filing Type	Status	Action
03/13/2020 04:14 PM	Stock Corporation	Annual Report	Pending	
03/13/2020 04:20 PM	Stock Corporation	Registration Fee	Pending	

Total Fee Due: \$430.00

Continue

Entity Information

Entity Name: "KIANCORP" INC.

Entity ID: 06863864

Status: Inactive

Entity Email Address: @scc.virginia.gov Contact Number:

Next

Upload Attachments

File Name

No records to view

Signature Information

Printed Name Signature

Teresa Hudgins Teresa Hudgins

Additional Filings Required

Date Time	Entity Type	Filing Type	Status	Action
03/13/2020 04:14 PM	Stock Corporation	Annual Report	Pending	
03/13/2020 04:20 PM	Stock Corporation	Registration Fee	Pending	

Payment Details

Filing Type	Filing Fee
Reinstatement	\$100.00
Annual Report	\$0.00
Registration Fee	\$430.00
<b>Grand Total:</b>	<b>\$530.00</b>

Back

Add To Shopping Cart

SHOPPING CART

Payment Policy

Pursuant to statute, there is no filing fee for an annual report. Other payments may be refundable if a document is not accepted for filing and a request for a refund is made timely. A filing fee paid for one document cannot be transferred to another document.

Review all information entered carefully. You will not be able to edit your filing information once the payment process is initiated.

Document Type	Entity Name	Created Date/Time	Fee	Action
Registration Fee	"KIANCORP" INC.	03/13/2020 04:24 PM	\$430.00	
Annual Report	"KIANCORP" INC.	03/13/2020 04:24 PM	\$0.00	
Reinstatement	"KIANCORP" INC.	03/13/2020 04:24 PM	\$100.00	

Grand Total: \$530.00

Checkout Add Another Filing

CHECKOUT

Document Type	Entity Name	Created Date/Time	Fee
Registration Fee	"KIANCORP" INC.	03/13/2020 04:24 PM	\$430.00
Annual Report	"KIANCORP" INC.	03/13/2020 04:24 PM	\$0.00
Reinstatement	"KIANCORP" INC.	03/13/2020 04:24 PM	\$100.00

Grand Total: \$530.00

Go To Payment

Confirmation

I acknowledge that I have reviewed all information entered for inclusion in the document(s) I am filing/submitting and confirm the information is accurate and complete. After a filing is completed, inaccurate information can only be corrected by making an additional filing, which will require the payment of additional fees in most cases.

If you do not receive a confirmation page, please use the Feedback button on the home page to let us know.

I Agree Close



# File a Reinstatement

**27** Enter your **Billing Address** and **Payment Information**, completing all fields marked with an asterisk (\*). You must complete the **Captcha** field.

**28** Click **Continue**.

**29** Check the **Acknowledgement** radio button and click **Pay Now**.

*Note: Do not close the browser window.*

**30** You will be directed to a confirmation screen.

27

Agency Amount \$530.00  
LexisNexis Service Fee \$.00  
Total Amount \$530.00

Billing Address

ADDRESS TYPE

☒ Domestic (US and Puerto Rico)
☐ Military (APO/FPO)
☐ International (including Canada, Mexico)

Billing First Name\*

Billing Last Name\*

Billing Zip Code\*

Billing Address Line1\*

Billing Address Line2

Billing City\*

Billing State\* AL

E-mail\*

Confirm E-mail\*

Phone Number\* (999) 999-9999

Payment Information

PAYMENT TYPE

☒ Credit Card
☐ Personal Check
☐ Business Check

Card Number\*

Expiration Month\*

Expiration Year\*

Security Code\*

We've provided this sample credit card to assist you in finding the security code.

Captcha\* b8n3y

Enter Captcha

Cancel

28

Continue

Agency Amount \$530.00  
LexisNexis Service Fee \$.00  
Total Amount \$530.00

Billing Address

Billing First Name Jane  
Billing Last Name Doe  
Billing Zip Code 23219  
Billing Address Line1 123 Any Street  
Billing Address Line2  
Billing City Richmond  
Billing State VA  
Billing Country United States of America  
E-mail jane.doe@gmail.com  
Phone Number (804) 3719733

Payment Information

Credit Card

Card Number \*\*\*\*\*248 (MASTERCARD)  
Expiration Date 10/2024

Payment Authorization

Total Amount \$530.00  

☒ By checking this box, I am authorizing the payment of the bill amount plus the LexisNexis Service Fee.

29

29

Pay Now

30

Submission Successful

Payment Confirmation Number: 200000963

Document Type	Entity Name	Submitted/Filed Date/Time	Fee	Status
Registration Fee	"KJANCORP" INC.	03/13/2020 04:28 PM	\$430.00	Approved
Annual Report	"KJANCORP" INC.	03/13/2020 04:28 PM	\$0.00	Approved
Reinstatement	"KJANCORP" INC.	03/13/2020 04:28 PM	\$100.00	Approved
			<b>Total Paid:</b>	<b>\$530.00</b>

A PDF copy of your evidence can be accessed from Correspondence or UCC Filing/Business Entity Submissions section of your dashboard